Agency Time Administration

Course Objectives

Upon completion of this course, you will be able to:

- Enter and View Employee Time
- Enter Leave and Overtime Requests
- Manage Exceptions

Prerequisites

Basic Navigation should have been completed prior to this course.

Agenda

- Class Introduction and Purpose
- Enter and View Employee Time
- Employee Balances and Requests
- Managing Exceptions
- Rescheduling
- Approximate Course Time: 1 Day

Course Components

- Course Syllabus
- Training Manual
- Quick Reference Guide
- Data Reference Sheets
- Self Assessment Sheets

UPK

- UPK: User Productivity Kit
- Supplied by PeopleSoft for development of training materials
- Most exercises will be done in UPK today
- See It
- Try It
- Know It
- Do It

Logistics

- Breaks
- Location of restrooms
- Login/user ID for class
- Please turn off or silence all cell phones and pagers
- Speak up if you do not see or hear any instructions today

Why Edison?

- Replacement of outdated time systems with a fully integrated solution

- Update current business processes to utilize best business practices

- Eliminate duplicate functionality between department and centralized administrative systems

- Achieve operational efficiency

- Provide accurate and timely management information

- Leverage new technology

Edison Features

- Web-enabled – Allows users easier access in a familiar Web-enabled environment

- Self-service – Information accessible directly to the employee

- Single integrated database eliminates duplicate entry

- Timely processing

New Time and Labor Terminology

- Time Reporter
- TRC – Time Reporting Code
- TRC Program
- Rescheduling
- Overtime Request
- Leave Request

Time and Labor - Edison

- Time and Labor - Edison will be the statewide time reporting system of record

- Provides a system that applies time reporting rules to employee timesheet entries during the Time Administration process to produce Payable Time.

Key Points

- Holiday Reporting

- Entering Overtime

- Managing Exceptions

- Viewing Balances

- Using Task Profiles

- Reported Time Versus Payable Time

Reminders

- Practice in the sandbox as needed

- Become familiar with the Edison Time and Labor terminology

- If you have any questions or problems with the Edison system, contact the Edison Help Desk
  - 741-HELP (615-741-4357)
  - edison@state.tn.us

Questions?

Class Evaluation

- We value your time, attendance, and input
- Please fill out your class evaluation